

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

31

May 4, 2004

FROM: Thomas L. Sutton, Interim Director
Special Districts Department

**SUBJECT: RFP FOR PROFESSIONAL WATER AND WASTEWATER LABORATORY
TESTING SERVICES FOR VARIOUS COUNTY SERVICE AREAS,
IMPROVEMENT ZONES AND CRESTLINE SANITATION DISTRICT**

RECOMMENDATION: Acting as the governing body for all Special Districts, County Service Areas, and Improvement Zones, with water and sanitation powers, and the Crestline Sanitation District, approve the Request For Proposal to solicit vendors to provide sample collection and laboratory testing services of water and wastewater; authorize its advertisement.

BACKGROUND INFORMATION: The Special Districts Department, County Service Areas, their Improvement Zones and Crestline Sanitation District maintain and operate many water and wastewater facilities in communities throughout the unincorporated area of the County. The State of California, Department of Public Health Services and California Regional Water Quality Control Boards require the Districts to perform water and wastewater testing and reporting procedures. In order to comply with these State mandated requirements, the Districts must use State certified and accredited professional laboratories for the collection, testing and reporting of water and wastewater samples from the various District facilities. The current contract (No. 01-638) with Clinical Laboratories of San Bernardino, for these services, expires on June 30, 2004.

The total cost of services to the Districts that require this testing typically does not exceed \$175,000 per fiscal year based on actual expenditures from previous years. The agreement term will be awarded for one year with an annual option to renew for 2 years for a contract total of 3 years.

Proposals are scheduled to be received by the Department on May 28, 2004, and the Department will perform a competitive evaluation of the proposals received and will select the best qualified laboratory based on cost for services, ability to respond in a timely manner, customer references, previous on-call response with other governmental agencies and availability. The Department will return to the Board of Supervisors with a recommendation to award a one-year service contract with two one-year options to the best qualified company following the selection process.

This action will approve the Request for Proposal and authorize its release for advertisement and distribution.

Record of Action of the Board of Supervisors

31

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS RFP FOR
LABORATORY TESTING SERVICES FOR ALL SPECIAL DISTRICTS, COUNTY
SERVICE AREAS, IMPROVEMENT ZONES AND CRESTLINE SANITATION
DISTRICT**

May 4, 2004

PAGE 2

31

REVIEW AND APPROVAL BY OTHERS: This action has been reviewed and approved by County Counsel (Dan Haueter, Chief Deputy, 387-5467) on April 20, 2004 and by the County Administrative Office (Wayne Thies, Administrative Analyst) on April 23, 2004.

FINANCIAL IMPACT: Costs for the RFP issuance is negligible. Expected costs of the contract will not exceed an aggregate total amount of \$175,000 per year and funds from individual District operating accounts are currently budgeted and will be budgeted in future fiscal years to accommodate this contract. All costs will be billed per approved fee schedules that will be made a part of the contract and specific work assignments will be approved by district staff prior to payments being made.

SUPERVISORIAL DISTRICT(S): First, Second and Third

PRESENTER: THOMAS L. SUTTON (387-9625)